

**Project Leader: Geoff Higgins**

**Project: Training Needs Analysis**

Date: 12/10/2001

**Project Objective: Identify gap between current and required capabilities; & how to fill gap.**

Objectives	Major Tasks	Project Completed By: 14 January 2002												Owner / Priority				
○ ○ ○ ○	1 Plan project	○	○													A		
○ ○ ○ ○	2 Identify statutory requirements			○	○											B	A	
○ ○ ○ ○	3 Understand organisational climate				○	○										A	B	B
○ ○ ○ ○	4 Identify capability requirements by role				○	○										A	A	B
○ ○ ○ ○	5 Signoff capability requirements						○	○	○							A		
○ ○ ○ ○	6 Identify individual competencies						○	○	○	○							A	B
○ ○ ○ ○	7 Identify department aspirations and concerns								○	○	○					B	A	B
○ ○ ○ ○	8 Document the 'gap'										○	○				A	B	B
○ ○ ○ ○	9 Identify required training											○	○	○		A		
○ ○ ○ ○	10 Write & submit report												○	○		A	C	C
		15-Oct	22-Oct	29-Oct	5-Nov	12-Nov	19-Nov	26-Nov	3-Dec	10-Dec	17-Dec	24-Dec	31-Dec	7-Jan	Geoff	Julie	John	

# People working on the project	1	1	1	3	3	3	2	2	1	1	0	0	1
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<b>Objectives</b> Identify capability requirements Identify current capabilities Communicate the gap Describe how to bridge the gap.	<b>Major Tasks</b>	<b>Target Dates</b>	<b>Measures</b>
	Target      Actual      Variance ● No. of Roles (capability requirements)      89      0      -89 ● No. of Employees (capabilities assessed)      312      0      -312 ● No. of Departments (completed)      5      0      -5		
	<b>Summary &amp; Forecast</b>		

People	<input type="text" value=""/>	\$70000
Other Exp	<input type="text" value=""/>	\$5,500
Capital	<input type="text" value=""/>	

Adequate       Worrisome       Dangerous

Sample Project Plan – Showing the Project Plan

# One Page Project Manager

**Clark A. Campbell**



## **One Page Project Manager:**

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